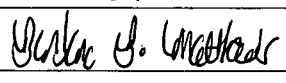



CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M191
		Page 1 of 1
PUBLIC WORKS		Division: STORM WATER
Item No.	Description	Retention
1.	Storm Water System Files Includes system drawings, permit applications and pertinent documents.	Retain permanently. Transfer periodically to the Maryland State Archives.
2.	Subject & Project Files Correspondence and materials related to individual subjects and/or projects.	Screen annually and destroy material that is no longer needed for current business.

Approved by Department, Agency, or Division Representative:	Schedule Authorized by State Archivist.
Date <u>09-10-07</u>	Date <u>12 Dec 08</u>
Signature <u></u>	Signature <u></u>
Print Name <u>Barbara B. Matthews</u>	
Title <u>City Manager</u>	